



Job Announcement

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| Opening Date: | January 6, 2011 | Closing Date: | January 13, 2011 |
| Job Title: | Civil Assistant | Position Type: | Contractual Full Time |
| PIN: | 902002, 902005 | FLSA Status: | Non-Exempt |
| Location: | Circuit Court for Anne Arundel County Annapolis, Maryland | Salary: | \$13.60 - 16.12 per hour |
| | | Financial Disclosure: | No |

Essential Functions: Prepares new civil case files by verifying documents, typing initial docket entry and establishing case file folder. Maintains case docket by entering records of case documents as they are received, using a computer keyboard. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone. Responsible for the full function and duties of the Civil Department.

Education: High School Diploma or GED.

Experience: A minimum of one year of related experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to define problems, collect data, establish facts, and draw valid conclusions; note and record essential information; set priorities and simultaneously process multiple duties and responsibilities. Knowledge and ability to apply job-related terminology, codes, policies, procedures, rules, regulations and laws as required. Ability to add and subtract units of money. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) and resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Robert P. Duckworth, Clerk
Circuit Court for Anne Arundel County
P.O. Box 71
Annapolis, MD 21404
ATTN: Human Resources
FAX: 410-222-1395
Email: ClerksOfficeJobs@aacounty.org

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.